



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title : **Programme Assistant**  
Organizational Unit : **Protection Division**  
Duty Station : **Baghdad – Iraq**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **Six (6) months with possibility of extension**  
Closing Date : **04<sup>th</sup> September, 2023**  
Reference Code : **SVN2023/IRQ/210**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.*

#### **Context:**

Under general guidance of the Chief of Mission (CoM)/DCOM and the overall supervision of the Protection Officer, and the direct supervision of the Senior Programme Assistant, the candidate will perform the following duties:

#### **Core Functions / Responsibilities:**

1. Assist in the daily administrative tasks of the Protection team, including drafting of forms and templates (reports, questionnaires, surveys, profiles and, application, feedback and interviewing and monitoring forms)
2. Coordinate budgetary and other statistical data of PxD expenses with officers in charge, on a regular basis and suggests reallocations of resources and implements the reallocations as necessary.
3. Coordinate off-site trainings, workshops, field visits and other program related activities in terms of logistical and operational support.
4. Liaise with national and international officers on administration, financial, logistics and operational matters in support of programme activities.
5. Raise purchase requisition and liaise with other IOM staff members on administration, financial, logistics and operational matters in support of program activities.
6. Provide information and coordination on the program as requested and draft minutes of meetings, reports (external and internal reports) and other written

- materials/documents related to the programme deliverables.
7. Assist in coordination with the various department including ICT
  8. Organize and keep project files and documents according to an established filing system.
  9. Support the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
  10. Travel on duty to Iraq, based on the needs of the programme.
  11. Perform such other duties as may be assigned by the programme management Qualifications

## **Qualifications;**

### **Education**

- University degree in business management and administration, economics or in a related field from accredited academic institution with 3 years of relevant professional experience
- Completed High School degree from accredited academic institution with 5 years relevant professional experience.

### **Experience**

- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset

### **Languages**

- Fluency in English and Arabic are required;
- Any other language is an advantage.

### **Skills**

- Computer literacy with specific proficiency in Microsoft applications to include Power BI.
- Reliable, efficient, high level of professionalism, and organizational skills.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.
- Experience in data management and visualization to include knowledge in using power BI

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

### **Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**  
*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**Others**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2023IRQ210>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From 21.08.2023 to 04.09.2023